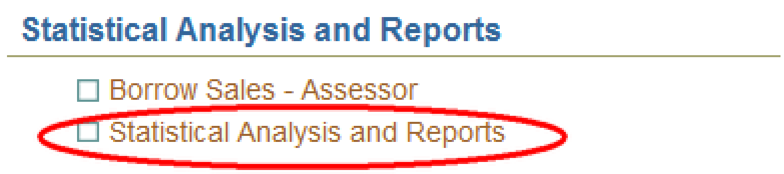
QUERY REPORTS

The query reports feature allows users to search the sales file using any search criteria. This feature is most often used to query for sales of certain commercial occupancy codes in multiple counties. Other examples include sales of recreational property or residential properties above specified square footage and/or selling prices. All users of the sales file can query sales in every county.

Because the query designer is complex, basic instructions have been provided. Consult your field liaison for additional assistance using this tool.

1) From the Main Menu select 'Statistical Analysis and Reports'.



2) Select 'Query Designer' button.

3) On the User Defined Query page, select 'Create New Query' button.

4) The query designer uses tables and fields. Fields are the individual data cells in the sales file (county number, book, page, etc.). The fields are organized in eight tables. In creating the query select the table(s) that contain the fields that you want included in the report.

The eight tables are:

a) **PropertySale** – this table will be selected for most queries. The PropertySale table generally includes the 521 information (except buyer/seller information) and the location codes.

b) **Qualified** – the Qualified table includes assessor defined fields such as the qualification, assessor adjustment, comments, assessor location, valuation grouping, etc.

c) **AssdValues** – this contains land, improvement, and total assessed values as well as the property codes such as property type, status, zoning, etc.

d) **Residential** – residential supplemental information

e) **Commercial** – commercial supplemental information

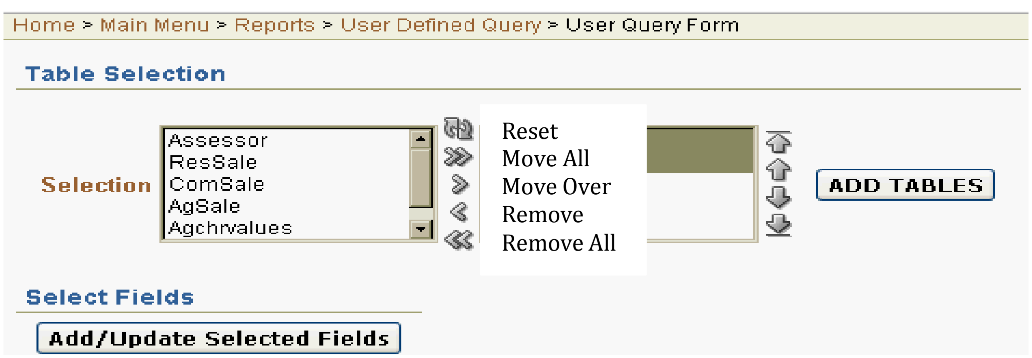
f) **Agricultural** – includes Ag total acres and value, non-ag total acres and value, greenbelt value, and irrigation type

g) **AG LCGs** – includes the individual lcg acre and value fields

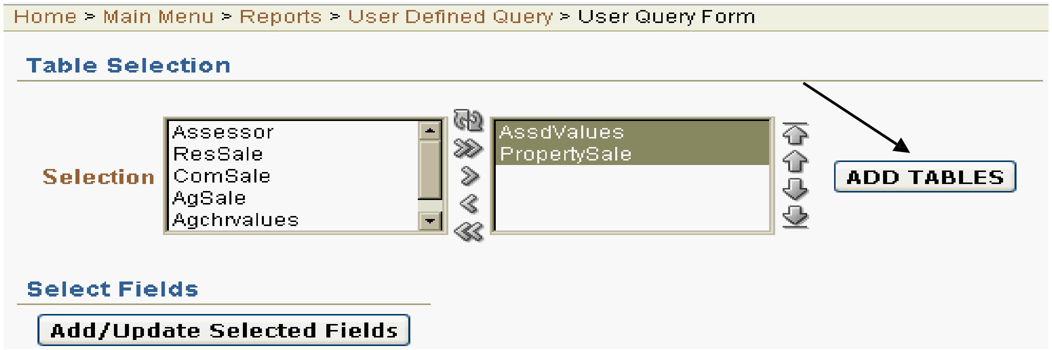
h) **Buyer/Seller** – buyer and seller name, address, and phone number fields

Note: The PropertySale table will always pull current County, Book, PageNo and Sale Date. These fields do not need to be added unless multiple counties are run.

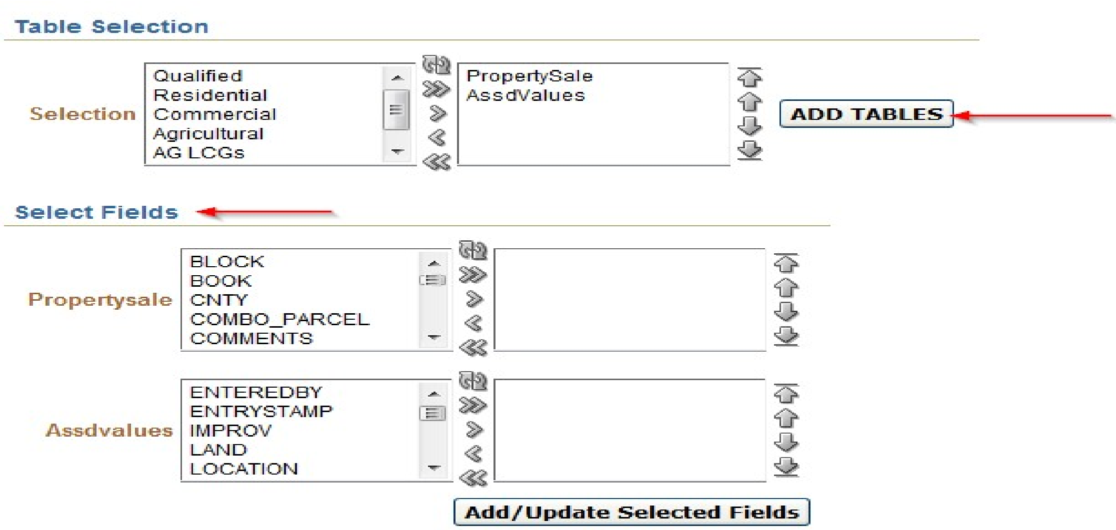
Select the table(s) to query from and enter them to the right column.



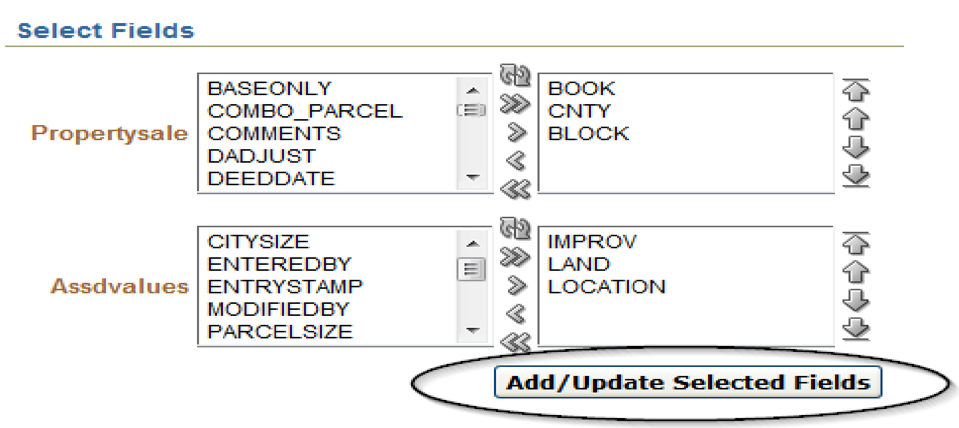
5) The tables should display on the right column. Select 'Add Tables' button.

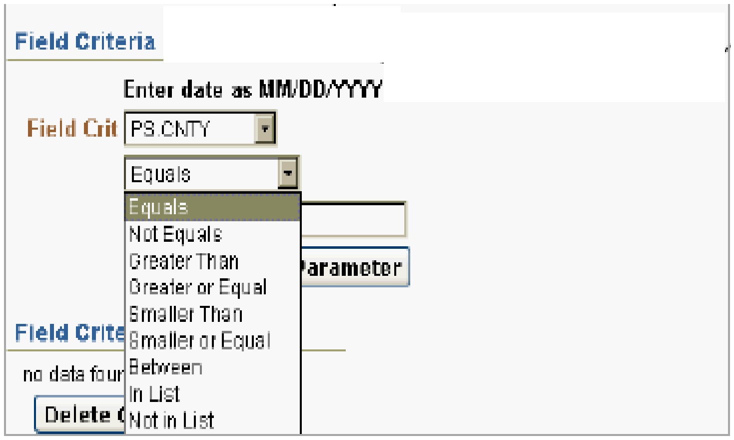


6) Once the tables are added, fields can be selected. Select the fields that will be included in the report. The order that the fields appear in the boxes is the order in which they will export, you can move them up and down in the box to change the order.

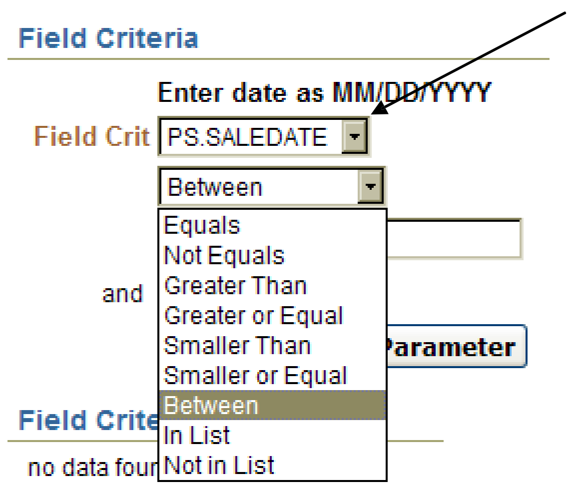


7) Once all fields have been moved, select 'Add/Update Selected Fields' button. The Field Criteria values will now display, and criteria parameters can be added.





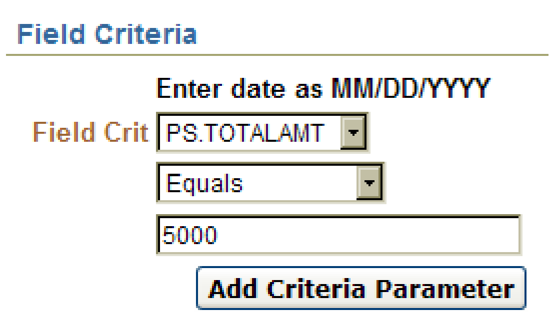
8) Field criteria are search options. Define every condition that will be used to filter the sales. Add the field for the criteria and select the operation from the options below.

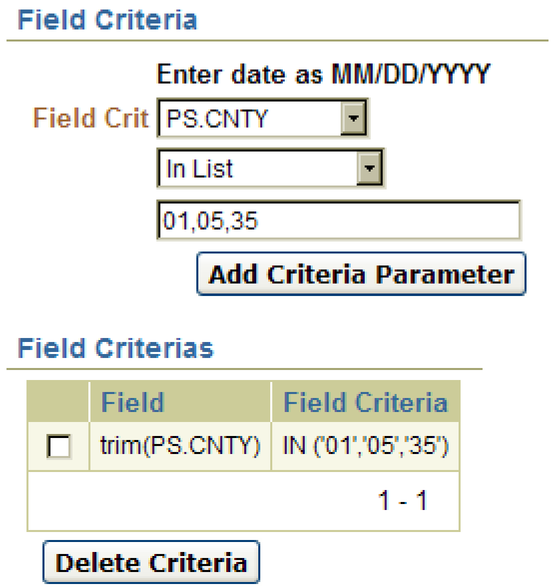


9) Select 'Add Criteria Parameter' button. The field criteria will be displayed below.

a. To enter more than one value use the 'In list' dropdown option and enter a comma between the values with NO space.

10) Add as many criteria as necessary.





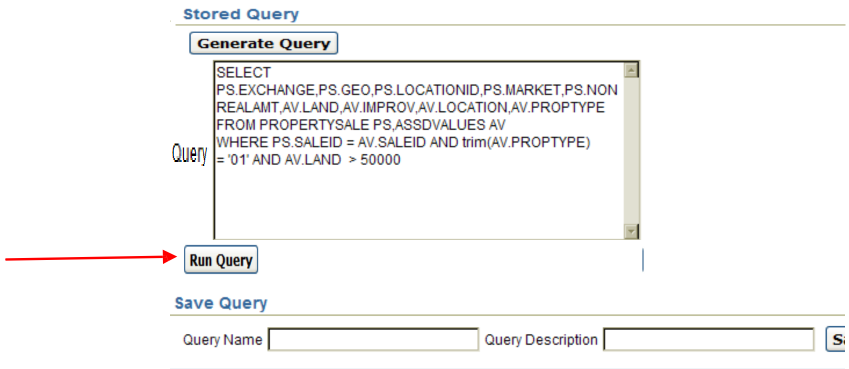
11) After all criteria have been entered, select 'Generate Query' button. The formula statement will be displayed.

NOTE: Any time changes are made, the 'Generate Query' button must be selected again.

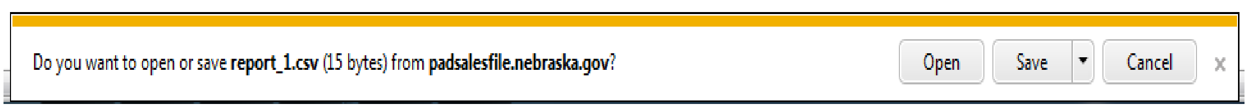
To save the query, type a query name and brief description, then select 'Save' button.

12) Select ‘Run Query’ button. Allow the program to process the request.

NOTE: This could take up to 30 seconds or longer depending upon the amount of data queried. Do not push any other buttons. At the bottom of the page, the time bar, will display the program is working.



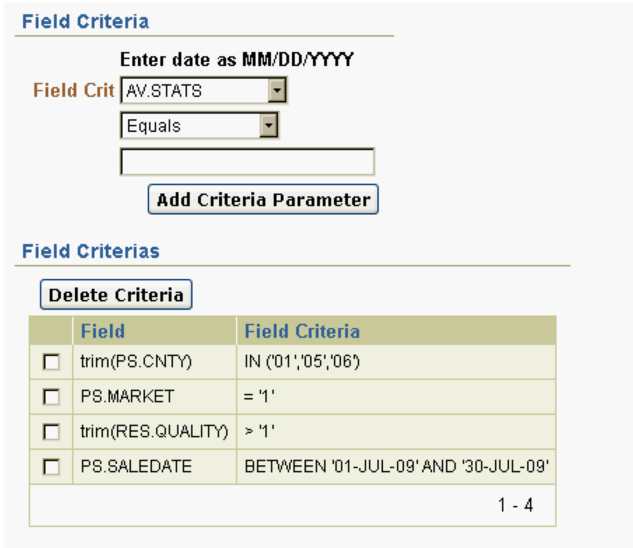
13) A pop-up box will come up and give options to open, save, or cancel the results.



14) Select ‘Open’ button. In Excel, select File and Save As to save the file to your computer.

15) On the User Defined Query page, existing queries can be selected for editing by selecting the query from the Select Query ID dropdown, and then selecting the 'EDIT' button.

16) Delete any criteria or add new fields as needed.



17) Select 'Generate Query' button, and then select 'Save Query' button.